

**National University of Medical Sciences, Islamabad.**

**NUMS Affiliated and Attached Medical  
Colleges for admissions in to MBBS/BDS session 2022-23**

**Guidelines and Instructions for Colleges**

**1. PMC Public Notice for Candidates with F. Sc / HSSC or Equivalent Exam 2021  
for Admissions 2022-23**

Candidates who passed their F.Sc (Pre-Medical)/HSSC or Equivalent Exam last year (2021) and are now applying for admissions in medical/dental colleges for the session 2022-23, are informed that only their ELECTIVE SUBJECT MARKS and percentage will be considered for merit calculation for admission in medical & dental colleges for the session 2022-23.

**2. Number of Merit Lists for MBBS**

- a. Merit List of MBBS (Open Merit)
- b. Merit List of MBBS (Foreign Quota Seat)

**3. Admission Deadlines in Private Sector Medical Colleges**

The general principle to be applied shall be that admissions to medical colleges should be concluded prior to admissions of dental colleges, and admissions to the public sector colleges are concluded prior to admissions to private colleges.

The admissions in MBBS in private sector medical colleges shall be completed by or before **31 January 2022.**

**4. Admission on Foreign Category Seat**

The Council recently took up the matter of allocation of Quota Seats in terms of Admissions in Medical & Dental Colleges of Pakistan against overseas/foreign students. The Council unanimously restored the earlier omitted foreign seats/overseas quota. The council has decided

that this quota shall be equivalent to 10% of the allocated seats and fee in terms of this quota to be remitted in dollars. The students admitted against this 10% foreign/overseas quota shall have to fulfill the following mandatory admission criteria in addition to the MDCAT:

- a. **No candidate shall be eligible for foreign quota seats in public and private medical and dental institutions under sub-regulations (1) and (2) unless he holds a permanent foreign nationality or dual nationality or overseas Pakistani student**
- b. **Having passed HSSC 12th grade examination or equivalent from outside Pakistan and has stayed in the foreign country for the whole duration of the above-mentioned course on a Permanent Residence Permit**

## **5. Guidelines & Instructions related to Merit List**

- a. The University shall prepare college-wise and program wise lists of candidates. There shall be separate lists for MBBS/BDS for Open Merit & Foreign Category Seat.
- b. Complete College Wise Merit list, both open merit & foreign category, will be displayed on NUMS website.
- c. The Merit List (Open Merit & Foreign) of each college available on NUMS Website may please be downloaded for display on the College Website and Notice Board. (The Merit list will have the marks of every component along with the aggregate).
- d. Merit list (Open Merit & Foreign) along with details of Candidates in excel sheet will be forwarded on College authorized email address. The merit list shall list all applicants who have listed the college as a choice.
- e. **Data in the excel sheet will consist of personal information of the candidates and will be for the use of Colleges only. Please do not upload that data on college website.**

## **6. Guidelines & Instructions related to Admissions**

- a. As per provisions of PMC- Medical and Dental Undergraduate Education Regulations 2022 para 5(4) There shall be no admission which violates the fundamental principle of merit and all admissions shall be strictly on merit as per the merit criteria announced and pursuant to the fundamental principle of merit as mandatorily applicable.
- b. College will make provisional admissions on allocated seats as per authorized distribution of seats while adhering strictly to merit.
- c. Colleges will inform and offer provisional admission to an applicant who is on their merit list, provided by NUMS (as per sequence of merit) through email, SMS and telephone

and will also keep record of that correspondence with each candidate as a documentary evidence for reference (if required at any stage to avoid litigation and ensure transparency).

- d. College must verify the candidacy of the candidate as local candidate or foreign candidate
- e. For foreign category seat, candidate must fulfill the requirements mentioned in Para 4(a)(b)
- f. College must verify the marks of Matriculation and FSc/HSSC or Equivalent from original certificates of the candidates while issuing challan.
- g. The college shall give to the applicant at least three working days to submit their fee which shall represent the acceptance of the offer by the student.
- h. Students shall have the right to accept the offer for provisional admission as per their merit by payment of fee. Failure to accept provisional admission shall allow the student next in line to accept the admission.
- i. Each college shall display on its website a daily update of students who have accepted their offers and the number of seats remained vacant to allow students next in line to accept their offer.
- j. Each college shall maintain record in excel sheets of refund cases, acceptance of provisional/final admission and rejection by the applicants and paid fee status. Each record must have evidence, either in the form of email or SMS. Share the excel file with NUMS on regular basis / without any delay.
- k. **Note: The University may call for the record maintained in excel sheet at any time and the college shall provide such record within twenty-four hours of being requisitioned.**
- l. Each college will send its admitted list to NUMS by or before **31 January 2022** after verifying the educational documents of all students.
- m. No admission after these dates shall be registered with PMC.
- n. **After completion of admission process on allocated seats, all affiliated and attached Medical and Dental Colleges will render an undertaking that they have selected candidates strictly on merit as provided by NUMS and verified educational & personal documents of the finally selected students.**

- o. Each college will send its student affairs representative along with final list of admitted students and their original academic documents. For **2nd tier verification** which will be carried out at NUMS Admission Office by the NUMS staff in the presence of college representative as per schedule that will be shared later on.
- p. **As per PMC- Medical and Dental Undergraduate Education Regulations 2022 para 5(14)**, The admissions to private colleges shall be completed by or before the applicable final date notified by the Authority pursuant to sub-regulation 2 of regulation 3 each year. The final list of admitted students shall be submitted to the Authority in the prescribed manner through PMC Online Portal by each college by or before the applicable final date notified by the Authority pursuant to sub-regulation 2 of regulation 3. Thereafter, upon final verification of student credentials by the relevant universities with whom the college is affiliated the verified list shall be submitted by the university to the Authority in the prescribed manner through PMC Online portal within fifteen days of completion of the admission. No admission shall be entertained and no student registered by the Authority if not admitted by or before the final applicable date notified by the Authority pursuant to sub-regulation 2 of regulation 3.

Provided colleges shall be granted a 3 working day window after the closure of applicable admissions to fill a seat remaining vacant due to a cancellation of the offer by a student through their respective waiting lists.

#### **7. Undertaking for 'Not Admitted' or 'Admitted' in any other college:**

**As per PMC- Medical and Dental Undergraduate Education Regulations 2022 para 5(16)**, A student when accepting admission to a college shall be under an obligation to disclose to the college if a prior admission has been accepted by them to any other college, and such student shall prior to accepting such latter admission must in writing inform the prior college of cancellation of their acceptance with a copy to the designated email of the Authority. Failure by a student to cancel the prior acceptance of admission shall render all admission offers of the student as void and the student shall be ineligible for admission. All colleges shall ensure that they properly apprise and educate the applicant students of this provision as part of their admissions policy, prospectus and at the time of making an offer of admission.

An Undertaking form is attached for colleges while offering admission to candidates to avoid duplication of data.

**8. Policy for Fee Transfer/Refund & Transfer in First Year MBBS/BDS:**

- a. If a student secured the admission in MBBS/BDS in one college and later he/she may get selected in MBBS/BDS in another NUMS Affiliated and Attached college, the fee will be refunded/transferred to that college without any deduction and delay. However, if a student secure admission in one college and later he/she may get selected in MBBS/BDS in another University / College (Not Affiliated/Attached with NUMS) the Refund will be given as per Refund Policy of PMC / College.
- b. Any allocated seat of a college which may remain vacant after the completion of admissions shall remain vacant. There will be no transfer in 1st Year MBBS/BDS.